



# CITY OF HOUSTON

## Job Posting

1	<b>Applications accepted from:</b>	ALL PERSONS INTERESTED
2	<b>Job Classification</b>	ADMINISTRATIVE ASSOCIATE
3	<b>Posting Number</b>	PN# 110303
4	<b>Department</b>	Building Services Department
5	<b>Division</b>	Property Management
6	<b>Section</b>	N/A
7	<b>Reporting Location</b>	900 Bagby*
8	<b>Workdays &amp; Hours</b>	M – F, 7 a.m. – 4 p.m.*
		*Subject to change

9 **DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS**  
Performs professional administrative tasks related to the implementation of policies and procedures in the assigned department. Compiles data for use in a variety of reports, surveys, inventories and studies. Composes, edits and types correspondence, speeches, reports, directives, etc. Maintains, prepares, revises and disseminates department rules, regulations, policies, procedures and other pertinent reference information. Assists in department budget preparation and monitoring. Assists in planning and implementing department sponsored activities and programs. Coordinates special projects and conducts field investigations to evaluate project progress. Performs other duties as requested.

10 **WORKING CONDITIONS**  
The position occasionally requires stooping or bending. Occasional very light lifting, such as three or four reams of paper or books (up to 20 pounds or an equivalent weight) may be required.

11 **MINIMUM EDUCATIONAL REQUIREMENTS**  
Requires a Bachelor's degree in Business Administration, Liberal Arts, or a related field. Professional administrative experience may be substituted for the above education requirement on a year-for-year basis.

12 **MINIMUM EXPERIENCE REQUIREMENTS**  
No experience is required.

13 **MINIMUM LICENSE REQUIREMENTS**  
None

14 **PREFERENCES**  
Preference will be given to applicants with strong computer skills in Excel, Word, and Access.

15 **SELECTION/SKILLS TESTS REQUIRED**  
None

16 **SAFETY IMPACT POSITION**    ☐Yes    ☒No  
Valid Texas driver's license and compliance with the City of Houston's policy on driving (AP 2-2).

17 **SALARY INFORMATION**  
Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:  

**Salary Range – Pay Grade 13**  
\$824 - \$1,484 Biweekly      \$21,424 - \$38,584 Annually

18 **OPENING DATE**                      May 3, 2006

19 **CLOSING DATE**                      May 9, 2006

20 **APPLICATION PROCEDURES**  
Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1<sup>st</sup> floor. Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. **For application status inquiries, please call (713) 247-1957.** All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.

An equal opportunity employer